

Message Text

PAGE 01 STATE 190972
ORIGIN SS-15

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LIMITED OFFICIAL USE STATE 190972

E.O. 11652: N/A

TAGS: OVIP (VANCE, CYRUS R)

SUBJECT: SECRETARY'S VISIT - FUNDING

THE FOLLOWING INSTRUCTIONS CONCERN THE AUTHORIZATION,
FUNDING AND VOUCHERING FOR EXPENDITURES MADE IN ANTICIPA-
TION OF AND IN CONNECTION WITH THE SECRETARY'S VISIT.
THE BUDGET AND FISCAL OFFICER OR OTHER ACCOUNTABLE
AMERICAN EMPLOYEE AT POST IS ASKED TO EXERCISE CLOSE
PERSONAL SUPERVISION AND CONTROL TO INSURE THAT CHARGES
ARE PROPERLY DOCUMENTED AND REPORTED CORRECTLY.

1. APPROPRIATION 1980522; ALLOTMENT 8K-1001-7: CHARGE
THE FOLLOWING, AND ONLY THE FOLLOWING, TO THIS ALLOTMENT:

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LIMITED OFFICIAL USE

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A. ALL COSTS FOR MEALS AND INCIDENTALS FOR THE SECRETARY
AND FOR ANY OTHER PARTY MEMBER SPECIFICALLY AUTHORIZED
BY SUBSEQUENT MESSAGE(S). (LODGING AND OFFICE SPACE TO
BE CHARGED TO ALLOTMENT 1001.) (SEE PARAGRAPH 2.)

B. REPRESENTATION FUNCTIONS HOSTED BY THE SECRETARY.

C. THE COST OF MEALS FOR LOCALS AND MARINE SECURITY
GUARDS, BUT FOR NO OTHER AMERICAN EMPLOYEES, WHO WORK
SHIFTS IN EXCESS OF EIGHT HOURS. NOTE: IF MEALS PUR-

CHASED IN HOTEL GET SEPARATE BILL; THEY MUST NOT REPEAT
NOT BE INCLUDED ON SAME BILL FOR ROOM RENTALS.

D. VOUCHERING INSTRUCTIONS: VOUCHERS FOR EXPENSES

CHARGED TO THIS ALLOTMENT SHOULD BE CLASSIFIED, "LIMITED
OFFICIAL USE - PURSUANT TO 31 USC, SECTION 107-RS291".

IN ADDITION TO THE REQUIREMENTS FOR REPORTING EXPENDITURES
UNDER FS-477 PROCEDURES, ONE COPY EACH OF THE VOUCHER
AND SUPPORTING DOCUMENTS AND RECEIPTED BILLS SHOULD BE
FORWARDED TO THE EXECUTIVE DIRECTOR S/S-EX.

2. APPROPRIATION 1980113; ALLOTMENT 1001; OBLIGATION
899522; OBJECT 2589: THE FOLLOWING EXPENSES INCURRED
FOR DEPARTMENT OF STATE REPEAT DEPARTMENT OF STATE
PERSONNEL ACCOMPANYING THE SECRETARY AND SECRETARIAT
ADVANCE TEAMS SHOULD BE CHARGED TO THIS ALLOTMENT:

A. BASIC COST OF HOTEL ROOMS, INCLUDING TAXES BUT
EXCLUSIVE OF ALL CHARGES FOR RESTAURANT, LAUNDRY AND
SIMILAR PERSONAL SERVICE CHARGES WHICH WILL BE FOR THE
PERSONAL ACCOUNT OF THE OCCUPANT WHO WILL BE RESPONSIBLE
FOR SETTLING WITH THE HOTEL BEFORE DEPARTURE.

LIMITED OFFICIAL USE
LIMITED OFFICIAL USE

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B. COST OF ALL HOTEL ROOMS USED FOR OFFICES, CONTROL
ROOMS, PRESS ROOM, ETC. INSTRUCT HOTEL MANAGEMENT NOT
REPEAT NOT TO ACCEPT ANY FOOD OR BEVERAGE CHARGES TO
THESE ROOMS.

C. VOUCHERING INSTRUCTIONS: COPIES OF ALL PAYMENT
VOUCHERS TOGETHER WITH COPIES OF ALL PAID BILLS SHOULD
BE FORWARDED TO THE EXECUTIVE DIRECTOR, S/S-EX.

STATE SECURITY PERSONNEL/OPERATIONS.

3. APPROPRIATION 1980113; ALLOTMENT 1038; OBLIGATION
899000; OBJECT 2589: THE FOLLOWING EXPENSES INCURRED
FOR DEPARTMENT OF STATE SECURITY PERSONNEL INCLUDING
REGIONAL SECURITY OFFICERS, TECHNICAL SECURITY OFFICERS,
EODS AND SEABEES OVERSEAS PROVIDING SUPPORT IN CONJUNC-
TION WITH THE SECRETARY'S TRAVEL SHOULD BE CHARGED TO
THIS ALLOTMENT.

A. BASIC COST OF HOTEL ROOMS, INCLUDING TAXES BUT
EXCLUSIVE OF ALL CHARGES FOR RESTAURANT, LAUNDRY AND
SIMILAR PERSONAL SERVICE CHARGES WHICH WILL BE FOR THE
PERSONAL ACCOUNT OF THE OCCUPANT WHO WILL BE RESPONSIBLE
FOR SETTLING WITH THE HOTEL BEFORE DEPARTURE.

B. COST OF HOTEL ROOMS USED BY SY AGENTS FOR OFFICIAL

PURPOSES, OFFICIAL TELEPHONE CALLS AND FOR CAR RENTALS

WHEN AUTHORIZED BY THE SENIOR MEMBER OF THE SY ADVANCE TEAM.

C. VOUCHERING INSTRUCTIONS: COPIES OF ALL PAYMENT VOUCHERS, TOGETHER WITH COPIES OF ALL PAID BILLS, SHOULD BE FORWARDED TO THE BUDGET OFFICER, SY/EX.

COMMUNICATIONS PERSONNEL.

LIMITED OFFICIAL USE

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4. THE FOLLOWING EXPENSES INCURRED FOR DEPARTMENT OF STATE COMMUNICATIONS PERSONNEL INCLUDING REGIONAL COMMUNICATIONS OFFICERS, COMMUNICATIONS ELECTRONIC OFFICERS, ATS WORKING COORDINATORS, COMMUNICATIONS AND RECORDS OFFICERS AND SUPPORT COMMUNICATIONS OFFICERS PROVIDING SUPPORT IN CONJUNCTION WITH THE SECRETARY'S TRAVEL SHOULD BE CHARGED TO THE INDIVIDUAL'S TRAVEL ORDERS.

A. BASIC COST OF HOTEL ROOMS, INCLUDING TAXES BUT EXCLUSIVE OF CHARGES FOR RESTAURANTS, LAUNDRY, AND SIMILAR PERSONNEL SERVICE CHARGES WHICH WILL BE FOR THE PERSONAL ACCOUNT OF THE OCCUPANT, WHO WILL BE RESPONSIBLE FOR SETTLING WITH THE HOTEL BEFORE DEPARTURE.

B. COMMUNICATIONS PERSONNEL SHOULD PRESENT POST BUDGET AND MANAGEMENT OFFICER A COPY OF THEIR TRAVEL ORDERS.

C. VOUCHERING INSTRUCTIONS: COPIES OF ALL PAYMENT VOUCHERS, TOGETHER WITH COPIES OF ALL PAID BILLS, SHOULD BE FORWARDED TO THE BUDGET OFFICER, OC/EX.

NSC PERSONNEL.

5. APPROPRIATION 1980113, ALLOTMENT 2034: THE FOLLOWING EXPENSES INCURRED FOR NATIONAL SECURITY COUNCIL PERSONNEL, BOTH ACCOMPANYING SECRETARY AND MEMBERS OF ADVANCE TEAMS, SHOULD BE CHARGED TO THIS ALLOTMENT:

A. BASIC COST OF HOTEL ROOMS INCLUDING TAXES BUT EXCLUSIVE OF RESTAURANT, LAUNDRY ETC. CHARGES WHICH ARE FOR THE PERSONAL ACCOUNT OF THE OCCUPANT.

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B. FOR ALL CHARGES AGAINST THIS ALLOTMENT FS-477'S FOR NSC WITH SUPPORTING DOCUMENTS AND RECEIPTED BILLS

SHOULD BE FORWARDED TO THE DEPARTMENT, ATTN: BF/FS, MR.
ROBERT LAMB.

6. PRESS: MEMBERS OF THE PRESS ACCOMPANYING THE
SECRETARY ARE RESPONSIBLE FOR PAYING THEIR OWN HOTEL

BILLS.

7. AIRCRAFT CREW: CREW MEMBERS FROM THE SECRETARY'S
AIRCRAFT ARE INDIVIDUALLY RESPONSIBLE FOR PAYING THEIR
OWN BILLS.

8. OTHER EXPENSES:

A. ALL COSTS FOR OUT-OF-COUNTRY TDY CLERICAL HELP ETC.
USED IN SUPPORT OF THE VISIT WILL BE BORNE BY THE
REGIONAL BUREAU.

B. ALL EXPENSES INCURRED FOR: (I) AMERICAN AND FSL
OVERTIME; (II) VEHICLE RENTALS; (III) EQUIPMENT RENTALS;
(IV) ALL TELEPHONE INSTALLATION AND SERVICE CHARGES;
(V) PRINTING; (VI) SUPPLIES; AND (VII) REPRESENTATION
FUNCTIONS HOSTED BY EMBASSY OFFICERS IN HONOR OF THE
SECRETARY AND PARTY ARE ALL CHARGEABLE TO THE POST'S
ALLOTMENT.

9. POST SHOULD COORDINATE WITH HOTEL ON BILLING PROCED-
URES. INSURE ROOMS ONLY ARE ON OFFICIAL ACCOUNTS.
PERSONAL CHARGES ARE RESPONSIBILITY OF OCCUPANT.
EMPHASIZE SEPARATE BILLS.

10. THE ADMINISTRATIVE OFFICER ACCOMPANYING PARTY IS
AUTHORIZED TO INCUR ADDITIONAL CHARGES AND DRAW FUNDS
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AGAINST ALL ACCOUNTS MENTIONED HEREIN.

11. AT SOME POINT DURING VISIT, THE BUDGET AND FISCAL
OFFICER OR OTHER ACCOUNTABLE AMERICAN EMPLOYEE AT POST
SHOULD MEET WITH THE S/S-EX ADMINISTRATIVE OFFICER
ACCOMPANYING THE PARTY TO RESOLVE ANY PROBLEMS REGARDING
FUNDING OF THE VISIT.

12. REPORTING:

WHEN BULK OF HOTEL AND OTHER BILLS RECEIVED FOLLOWING
VISIT, NOTIFY THE DEPARTMENT BY PRIORITY CABLE (S/S-EX)
OF TOTAL AMOUNTS TO BE CHARGED AGAINST ALLOTMENT SPECI-
FIED IN PARAGRAPHS 1 AND 2 ABOVE. BY SEPARATE CABLE
NOTIFY THE DEPARTMENT (SY/EX) OF TOTAL AMOUNTS EXPECTED
TO BE CHARGED AGAINST ALLOTMENT SPECIFIED IN PARAGRAPH

3 ABOVE, AND ALSO BY SEPARATE CABLE NOTIFY DEPARTMENT
(OC/EX) OF TOTAL AMOUNTS EXPECTED TO BE CHARGED AGAINST
THE INDIVIDUAL'S TRAVEL ORDERS AS SPECIFIED IN PARAGRAPH
4 ABOVE. WOULD APPRECIATE RECEIVING THIS INFORMATION
WITHIN THREE WEEKS AFTER CONCLUSION OF VISIT. VANCE

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ORIGIN SS-05

INFO OCT-01 ISO-00 SSO-00 /006 R

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FOL RPT STATE 190972 ACTION CAIRO JERUSALEM INFO TEL AVIV
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BY SUBSEQUENT MESSAGE(S). (LODGING AND OFFICE SPACE TO BE CHARGED TO ALLOTMENT 1001.) (SEE PARAGRAPH 2.)

B. REPRESENTATION FUNCTIONS HOSTED BY THE SECRETARY.

C. THE COST OF MEALS FOR LOCALS AND MARINE SECURITY GUARDS, BUT FOR NO OTHER AMERICAN EMPLOYEES, WHO WORK SHIFTS IN EXCESS OF EIGHT HOURS. NOTE: IF MEALS PURCHASED IN HOTEL GET SEPARATE BILL; THEY MUST NOT REPEAT NOT BE INCLUDED ON SAME BILL FOR ROOM RENTALS.

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A. BASIC COST OF HOTEL ROOMS, INCLUDING TAXES BUT EXCLUSIVE OF ALL CHARGES FOR RESTAURANT, LAUNDRY AND SIMILAR PERSONAL SERVICE CHARGES WHICH WILL BE FOR THE PERSONAL ACCOUNT OF THE OCCUPANT WHO WILL BE RESPONSIBLE FOR SETTLING WITH THE HOTEL BEFORE DEPARTURE.

LIMITED OFFICIAL USE
LIMITED OFFICIAL USE

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B. COST OF ALL HOTEL ROOMS USED FOR OFFICES, CONTROL ROOMS, PRESS ROOM, ETC. INSTRUCT HOTEL MANAGEMENT NOT REPEAT NOT TO ACCEPT ANY FOOD OR BEVERAGE CHARGES TO THESE ROOMS.

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AGAINST ALL ACCOUNTS MENTIONED HEREIN.

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12. REPORTING:

WHEN BULK OF HOTEL AND OTHER BILLS RECEIVED FOLLOWING VISIT, NOTIFY THE DEPARTMENT BY PRIORITY CABLE (S/S-EX) OF TOTAL AMOUNTS TO BE CHARGED AGAINST ALLOTMENT SPECIFIED IN PARAGRAPHS 1 AND 2 ABOVE. BY SEPARATE CABLE NOTIFY THE DEPARTMENT (SY/EX) OF TOTAL AMOUNTS EXPECTED TO BE CHARGED AGAINST ALLOTMENT SPECIFIED IN PARAGRAPH 3 ABOVE, AND ALSO BY SEPARATE CABLE NOTIFY DEPARTMENT (OC/EX) OF TOTAL AMOUNTS EXPECTED TO BE CHARGED AGAINST THE INDIVIDUAL'S TRAVEL ORDERS AS SPECIFIED IN PARAGRAPH 4 ABOVE. WOULD APPRECIATE RECEIVING THIS INFORMATION WITHIN THREE WEEKS AFTER CONCLUSION OF VISIT. VANCE

UNQUOTE VANCE

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<< END OF DOCUMENT >>

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Disposition Approved on Date:
Disposition Case Number: n/a
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Image Path:
ISecure: 1
Legacy Key: link1978/newtext/t197807106/baaaezjr.tel
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Litigation History:
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Secure: OPEN
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TAGS: OVIP, (VANCE, CYRUS R)
To: CAIRO JERUSALEM MULTIPLE
Type: TE
vdkvgwkey: odbc://SAS/SAS.dbo.SAS_Docs/5073566b-c288-dd11-92da-001cc4696bcc
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